**POLICY REGARDING EMPLOYEES’ USE OF SOCIAL NETWORKING SITES**

Rainbow’s End Montessori School respects employees’ right to a private life. However, we must also ensure that the reputation of the setting and the confidentiality of the setting, our employees, children and families are protected.

Therefore, employees using social networking sites are required to:

* refrain from identifying yourselves as working for Rainbow’s End Montessori School;
* refrain from posting comments or information pertaining to the setting or any staff, child or parent connected with the setting anywhere online including on any social networking sites.
* ensure that you do not conduct yourself in a way that is detrimental to the early years setting;
* take care not to allow your interaction on these websites to damage working relationships between employees and service users of the early years setting.
* refrain from making or accepting “friend” requests from any parent, carer or family member of any child attending the setting

This policy forms part of an employee’s contract.  Failure to comply with Rainbow’s End Montessori School’s Policy Regarding Employees’ Use of Social Networking Sites or with associated Rainbow’s End Montessori School policies & procedures may result in disciplinary action being taken and Rainbow’s End Montessori School reserves the right to take legal action against employees where breaches of the Policy warrant such action.

The following message is given out to parents as part of the Welcome Pack when their child joins the setting:

 **Social Networking –** Please note that members of the Rainbow’s End Montessori School staff team are unable to accept any “friendship” requests from clients of the setting and as such we would ask you to refrain from approaching them via social networking sites for this purpose.  Where social networking friendships are in place prior to individuals becoming clients of the setting members of staff are advised to “de-friend” clients. However if this is not possible we would ask that you respect our normal procedures for contacting the setting and do not discuss issues regarding the setting or your children with staff members via social networking media.

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